Porm: AR-50-71

## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

	INSTRUCTIONS: See separate instructions for completion of	FOR RECORDS MANAGEMENT DIVISION USE
	front and reverse of this form. Sign original and two copies	Date Received Application No. Date Completed
	ind forward to Department of Archives and History, Attention:	AUG 24 1972 230 AUG 25 1972
3 AGENCY, Division, Subdivision & Adm	lecorde Management Officer.	Person to Contact
	t of Human Resources	Douglas M. Haire
Division of Physical and Mental Health 47 Trinity Ave.		Records Management Officer
		5. Working Title 6 Tel. No.
Atlanta, Ga. 3033	4	
7.ACTION REQUESTED		
,	POSITION STANDARD; DISPO	OSE OF PRESENT ACCUMULATION;
		URTHER ACCUMULATION ANTICIPATED.
8.Earliest & Latest Dates of Series	9. Exact Series Title	en de la companya de La companya de la co
1962 to date (F/Y)	Bank Deposit Slip/Bank Statem	ment/Account Reconciliation File
10. What is the Synation		
what is the function	of the office in which this record s	
	ulates in offices responsible f nds and is created as a result	or receiving, dispursing, and of monitoring status of account
accounting for full in banks.	and the created as a result	or monreoring scales or account
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· · · · · · · · · · · · · · · · · · ·		
mhia atondonà de	e not annie to filed documents	ng expenditures for construction
or to medicaid pay		a cubenationes for construction
or co meateata pa	1	
11. This file contains +	ne following documents (include form	numbers and titles if any
and file arrangement	1	TOMOGEO CHIC OFOTODO IT CHIPS
	Deposit slips	•
•	Receipts	
	Bank Statements	ra
	Schedule of outstanding check	
s to the company of the contract of	similar and related records of	ATT KTIMB

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawer	Cu. Pt. of Records	<b>j</b>	No. of Drawers Cu. Pt. of Records			
Letter-size File Drawers		;	ANNUAL RATE OF ACCUMULATION				
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) 7 In Storage Area(s)			
Central Filing Area Transfer files cardbo	ard 5	10		This Year's	Last Year's	Preceding Year's	
			AVERAGE DALLY REFERENCES	* 15		1/ mo.	2/ yr.

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain	YES: NO				
13. Is this the Record Copy of the series?	[ ] [ ]				
14. Is there a duplication of this series in another office or agency?	[] <b>k</b> ]				
15. Is the information contained in this series ever summarized or published?  Attach copy of summary or publication. In accounting records.  16. Does the series contain classified information requiring security handling?	[] [x] [] [x]				
17. Does the series initiate, amend or terminate agency policies and procedures?	[] <b>[</b> k]				
18. Could the function be performed if the files were lost or destroyed?					
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ] [x]				
20. Does the record series provide data as input to an EDP file?  See attached samples  21. Does the record series contain documentation produced as EDP printout?	[x] []				
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[x] []				
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ] [ <b>X</b> ]				
24. REQUIREMENTS. The following requires the files to be kept 5 years:  a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[%FEDERAL e.[]ADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALUATION (Cite Law, Statute, or other reason for the retention requirement)  If audited by U.S., retain 3 years; if not audited retain 5 years.  25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[%FISCAL YEAR -[]OTHER  [x] Hold in the current files area month(s)/1 _year(s)* until state [x] Transfer to [x] State Records Center [] Local Holding Area; hold year [x] Destroy.  [] Transfer to State Archives for permanent retention.  [] Destroy immediately after cut-off.  [x] Other: (Specify) Records pertaining to unresolved claims or audit will be further retained until resolved.  (Indicate briefly rationale for recommendations above/or write additional remains the state of the property of the state and the state of the stat	the end ,then: audit com- (s)pleted; questions				
Records Management Officer (gignature)  Date  OTHER REQUIRED SIGNATURES	DATE				
Agency Head/Designee in paragraph 25 [ Approved [ ] Disapproved 7	8-22-72				
are: State Auditor/Designee [ V Approved [ ] Disapproved	8-24-12				
STATE RECORDS Secretary of State/Designee Committee [ Approved [ ] Disapproved Consult That	8-24-72				
Attorney General/Designee [ ] Approved [ ] Disapproved	82572				